Government of Saskatchewan

Annual Report 1986-1987

Saskatchewan Urban Affairs

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Letters of Transmittal

The Honourable F.W. Johnson
Lieutenant Governor
Province of Saskatchewan

Sir:

I have the honour of submitting the annual report of the Department of Urban Affairs for the year ending March 31, 1987.

Respectfully submitted,

Jack Klein
Minister of Urban Affairs

Hon. Jack Klein

The Honourable Jack Klein
Minister of Urban Affairs
Regina, Saskatchewan

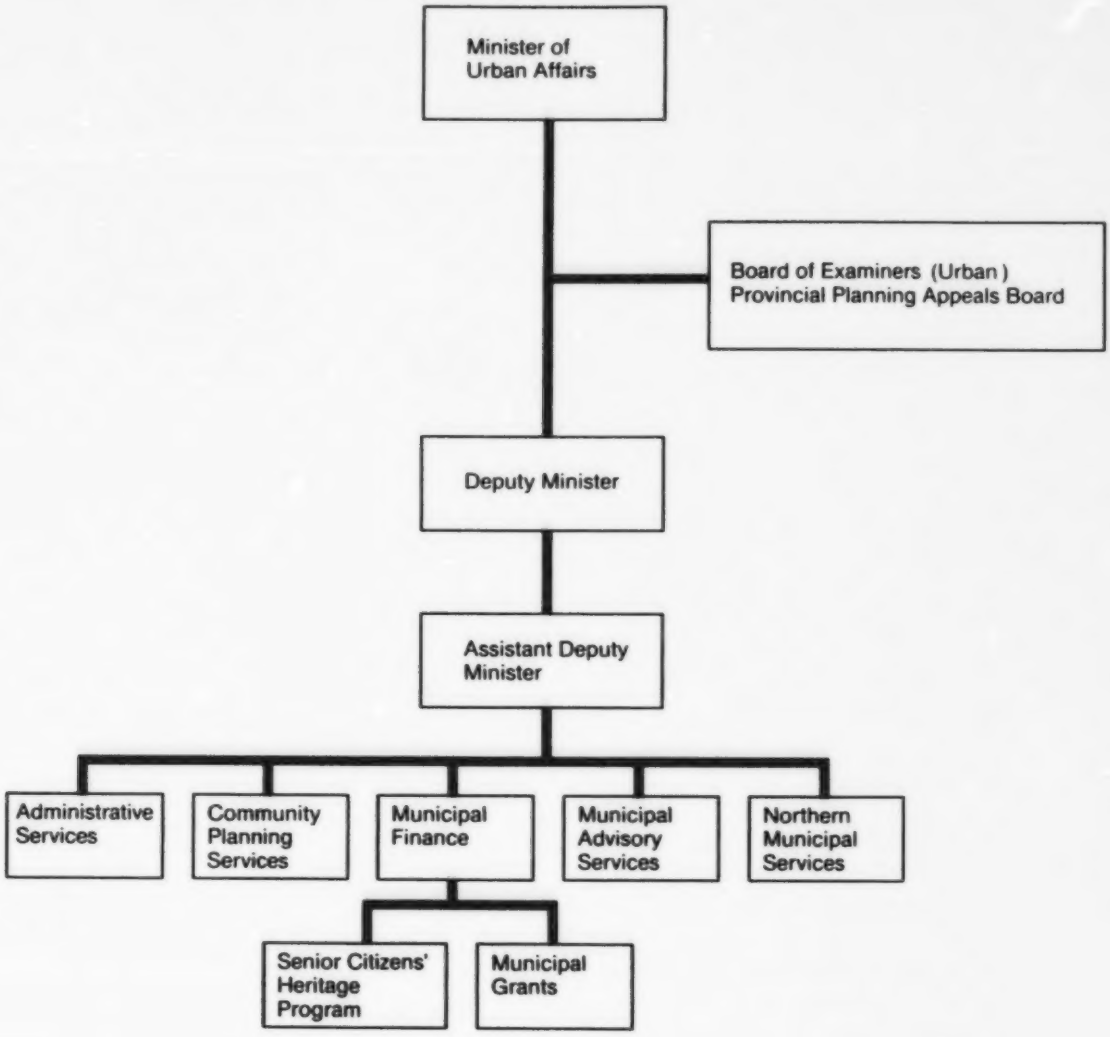
Sir:

I have the honour of submitting the annual report of the Department of Urban Affairs for the year ending March 31, 1987.

Respectfully submitted,

D.M. Innes
Deputy Minister of Urban Affairs

Organization Chart



Department Goals

Mission Statement

To support and maintain a viable system of urban government within the Province, by providing administrative, financial and technical assistance to urban and northern municipalities, assisting them in meeting the needs of their residents for services and facilities. To provide financial assistance to specific groups of property owners to reduce the impact of property taxation.

Goals:

1. To maintain a legislative framework which meets the changing needs of urban and northern governments and provincial interests.
2. To establish and maintain a framework of financial programs which assist urban and northern municipalities with the cost of providing services and facilities to their residents which reflect the changing fiscal circumstances of local governments and the province.
3. To support and enhance the administrative and decision-making capabilities of urban and northern municipalities in the conduct of their affairs.
4. To inform, advise and consult with urban and northern municipalities and the public on legislation, regulation, procedures and policy alternatives.
5. To ensure and facilitate municipal compliance with legislative requirements, keeping in mind the interests of the wider public, by reviewing and regulating certain decisions of urban and northern councils.
6. To provide a planning service including subdivision approval, directly to the public on behalf of those urban and northern municipalities that do not currently possess the resources to provide the service.
7. To develop policies and strategies to assist the department in implementing the government's objectives relating to urban and northern municipalities.
8. To maintain a program framework to assist specific groups of property owners with meeting the cost of local government taxation.
9. To provide a climate within the department conductive to professional productivity, growth and creativity.

Administrative Services

Mission Statement

- To provide service and support in the direction, co-ordination and control of the centrally administered functions of financial and asset management, human resource planning and development, and information processing for the department.
- The branch also provides administrative services for the Saskatchewan Assessment Authority, the Saskatchewan Assessment Appeal Board, the Provincial Planning Appeals Board and the Board of Examiners (Urban).

Financial Management

Goal: To provide effective financial management service and support in the areas of accounting, budgeting and expenditure/revenue control in accordance with government, department and central agencies guidelines and directives.

During 1986-87, the branch processed payments for the department totalling $141 million and received revenues of $1.5 million.

Asset Management

Goal: To provide effective asset management, service and support of the procurement and maintenance of office supplies, equipment and space, and the department's vehicle fleet.

In 1986-87, the branch was responsible for the management of office supplies, equipment and space for five office locations: Regina, Saskatoon, Prince Albert, La Ronge and Buffalo Narrows.

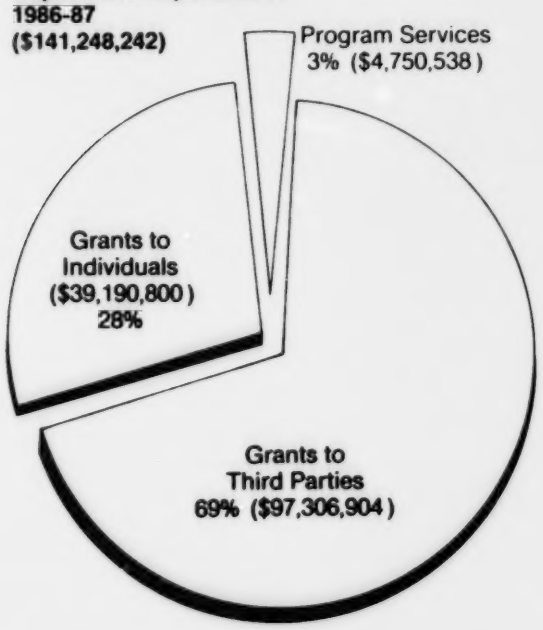
The branch was also responsible for the management of 17 CVA vehicles in the department for a total mileage of 375,035 kilometres.

Human Resources

Goal: To provide effective human resource management, service and support in the areas of personnel/payroll policies and procedures administration, interpretation and implementation of the collective agreement and public service regulations, and staffing, classification, performance evaluation and management/employee relations.

During the year there were 103 permanent and 14.7 non-permanent positions in the department, for a total of 117.7 person years.

Saskatchewan Urban Affairs
Percentage Allocation of Department Expenditures
1986-87
($141,248,242)



Saskatchewan Urban Affairs
Percentage Allocation of Revenues
1986-87
($1,513,791)

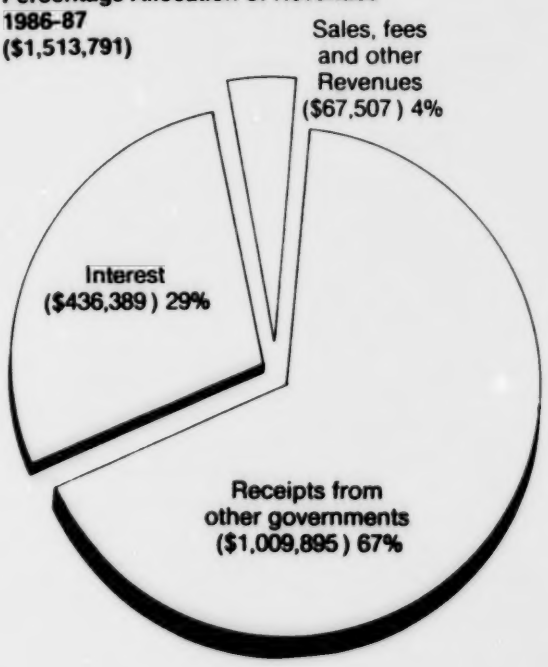


Table No. 1

Branch	Permanent	Non-Permanent	Total
Executive Administration	5	2.0	7.0
Administrative Services	15	.5	15.5
Municipal Finance	13	1.0	14.0
Community Planning Services	36	.7	36.7
Provincial Planning Appeals Board	1	-	1.0
Saskatchewan Assessment Appeal Board	2	1.0	3.0
Municipal Advisory Services	9	-	9.0
Northern Municpal Services	16	1.2	17.2
Seniors' Heritage Grant Administration	6	8.3	14.3
	103	14.7	117.7

Information Services

Goal: To manage the requirements for the department's external communication needs in accordance with department and government guidelines and policies.

During the year, the Information Services Unit produced the following publications for distribution to municipal officials and, on request, to members of the public:

- "Municipal Scene" - a periodic newsletter on the programs and policies of the department.
- 1987 Municipal Directory - a directory listing of the more than 800 urban, rural and northern municipalities and their elected officials.
- Provincial Financial Assistance and Services for Local Government - a catalogue of all provincial government departments that provide programs and services to local government organizations.

Table No. 2

1986-87 Expenditures

Program Services		$ 4,750,538
Grants to Local Authorities		97,306,904
Grants to Individuals		39,190,800
		$141,248,242

Program Services:

Administration	$ 1,421,921
Municipal Finance	515,582
Community Planning Services	1,342,920
Provincial Planning Appeals Board	54,835
Saskatchewan Assessment Appeal Board	171,589
Northern Municipal Services	682,152
Municipal Advisory Services	342,154
Seniors' Heritage Grant Administration	374,454
Northern Construction Revolving Fund	755,069 (Cr.)
	$ 4,750,538

Grants to Local Authorities:

Industrial Towns		$ 45,000
Urban Revenue Sharing		
— General	$66,284,173	
— Fire	280,781	
— Recreation	521,611	67,086,565
Meewasin Valley Authority		830,632
Wakamow Valley Authority		98,301
Wascana Centre Authority		877,042
Swift Current Chinook Parkway		103,215
Saskatchewan Urban Municipalities Assoc.		5,000
Local Studies & Research		64,587
Transit Grants		
— Municipal	$ 2,475,610	
— Disabled	1,637,505	4,113,115
Northern Capital Grants		405,000
Northern Fire Protection Grants		104,500
Northern Revenue Sharing		5,251,220
Operating Grant to Uranium City		160,000
Saskatchewan Assessment Management Agency		633,330
Provincial Capital Fund		16,529,397
Regina/Moose Jaw Carbon Filtration		500,000
Regina Rail Relocation		500,000
		$ 97,306,904

Grants to Individuals:

Senior Citizens Heritage Program	39,190,800
	$ 39,190,800

Community Planning Services

Mission Statement

To provide an effective framework for land use management at the provincial and local level and to enhance the planning capability of urban and northern governments for the benefit of their residents by providing community planning services, advice and assistance to those governments and the public.

Legislation

Goal: To maintain a legislative framework for effective land use management.

Goal: To efficiently administer legislation and regulations.

The Community Planning Services Branch is responsible for **The Planning and Development Act, 1983, The Municipal Expropriation Act**, and sections of **The Urban Municipality Act, 1984** and **The Northern Municipalities Act** related to annexations, incorporations and status changes.

The branch administered The Subdivision Regulations providing an approval and advisory service to the general public, developers, and local municipal governments in the development of land.

The branch also administers The Dedicated Lands Regulations under **The Planning and Development Act**. Title to public reserve lands are in the name of the Crown. Reserves are then leased to local authorities for school, recreational, parks and other public uses. At the request of local governments, the minister may exchange, sell or alter the boundaries of reserves. The legislation governing dedicated lands provides that municipalities with an approved Development Plan may request ownership of such lands. The City of Saskatoon received this authority in 1987.

The administration of legislation and regulation involved the branch in the review and approval of Development Plans, Basic Planning Statements, Zoning Bylaws; applications for annexations, incorporations and status changes; and expropriation proposals in urban municipalities.

The branch issued decisions on all subdivisions in urban municipalities, in the two Qu'Appelle Valley planning districts and in Northern Saskatchewan. Swift Current was given subdivision approval authority, joining the Cities of Regina, Saskatoon and Prince Albert.

Planning Advisory Service

Goal: To provide planning service assistance and advice to local governments and to the public.

In meeting this goal, the branch staff provided professional and technical planning assistance to municipalities, developers and the public on land use matters and the development of appropriate planning tools. Assistance was provided from offices located in Prince Albert, Regina and Saskatoon.

Regular visits were made by all staff to communities of various sizes. Staff members were available during these visits for general advisory consultations. They also met frequently with councils and urban administrators on specific planning programs or issues.

In the past fiscal year, branch staff made over 440 visits to urban centres to discuss general planning issues. In addition, staff worked with over 50 municipalities in the preparation of Basic Planning Statements and Zoning Bylaws.

The chart on the following page shows the branch's achievements in these areas during the fiscal year.

Table No .3

Project	Approvals	Refusals
Development Plan — Bylaw	2	
— Amendments	2	
Zoning — Bylaws	21	
— Bylaw Amendments	224	
Basic Planning Statements	17	
— Amendments	1	
Annexations — Cities	2	
— Towns	10	
— Villages	16	
Village Incorporations	3	1
Status Changes	0	
Name Changes	0	
Expropriations	0	
Subdivision — Applications	590	5
— Reapprovals	20	
— Referrals from Rural Development	134	
— Bylaw Amendments	2	
Public Reserve — Easements	87	
— Land Exchanges	31	
— Leases	11	
— New Reserves	139	
— Other	36	

The branch reviewed and commented on subdivision applications and other matters of intermunicipal interest referred by the Community Planning Services Branch in Saskatchewan Rural Development. During the year branch staff reviewed 134 referrals. The two Corporate Planning Districts in the Qu'Appelle Valley continued to receive planning advice from branch staff.

In addition to serving as a review agency, the Prince Albert office provided detailed planning and development advice to northern municipalities. Since most of the land in and around northern communities is Crown owned, the Prince Albert office has taken a lead role in assisting northern municipalities in creating and developing new lots.

In view of the severe development constraints encountered in the north, a good information base is required for planning purposes ranging from determining potential growth areas to detailed lot design.

The branch continued to maintain its information library in 1986-87 by acquiring airphotos for seven communities. Airphoto terrain analysis was undertaken for Kinoosao, Stanley Mission and contour mapping was prepared for Garson Lake. The branch's land use and land ownership data was also updated.

The final phase of the Boundary Surveys Program was continued with the boundaries of three communities being legally surveyed.

Education Extension

Goal: To enhance the planning capability of local governments.

The branch updated a number of educational publications on planning and zoning which were made available to local administrators, councils and the public. Work was initiated on new publications on planning related legislation, municipal incorporation, subdivision design, the appeal process and the subdivision procedures.

Municipal Advisory Services

Mission Statement

To support and assist local governments in meeting their administrative and governing responsibilities within the context of provincial legislation.

Legislation and Policy

Goal: To identify and maintain an appropriate legislative, regulatory and policy framework for effective and efficient urban municipal government.

Legislation

The Municipal Advisory Services Branch is responsible for the following Acts which provide enabling powers for over 500 urban municipalities:

- **The Urban Municipality Act, 1984**
- **The Local Government Election Act**
- **The Local Improvements Act**
- **The Urban Municipal Administrators Act**
- **The Tax Enforcement Act**
- **The Lloydminster Municipal Amalgamation Act**

The branch is also responsible for the regulations under the above Acts and consults with numerous departments on other legislation which directly affects urban municipalities.

Consultation and negotiation also takes place with local government organizations on a regular basis respecting this legislation in addition to monitoring public needs in relation to municipal statutes.

During 1986-87 the branch completed amendments to **The Urban Municipality Act, 1984** which is the key Act setting forth municipal powers and duties. In conjunction with the Department of Rural Development, branch staff participated in the preparation of amendments to **The Tax Enforcement Act.** The Branch also assisted in the formulation of legislation for the new Saskatchewan Assessment Management Agency.

Regulations were enacted under **The Department of Urban Affairs Act** and **The Urban Municipalities Act, 1984.**

Options for substantive changes to **The Urban Municipality Act, 1984, The Local Government Election Act** and **The Time Act** were prepared and discussed with departmental client groups including the Saskatchewan Urban Municipalities Association and the Urban Municipal Administrators' Association of Saskatchewan. A detailed review of **The Local Improvements Act** was commenced by Branch staff in consultation with the Local Government Board. Staff of the Branch also coordinate departmental legislative initiatives.

Policy and Research

This branch exercises a lead role in the preparation of reports, option papers, briefing material and correspondence on issues such as store hours, tax exemptions, transportation of dangerous goods, liability insurance and licensing.

Branch responsibilities include advising senior management and the Minister with respect to the authority and responsibilities which should be accorded urban municipalities. The branch assesses and develops proposals to increase the effectiveness of local government.

During the fiscal year the Working Committee on Resort Communities, with members from the Saskatchewan Urban Municipalities Association, the Saskatchewan Association of Rural Municipalities, Rural Development and Urban Affairs completed its deliberations and published its final report. Consultation took place with numerous other departments and groups respecting the reports findings and recommendations.

Staff were also involved in various interdepartmental legislative initiatives respecting building standards, development corporations, **The Vehicles Act** and store hours.

Education and Training

Goal: To promote efficient and effective urban municipal administration by providing education and training services for urban municipal officials.

The promotion of effective municipal administration was accomplished through a series of workshops for municipal officials. During the past year, a total of 52 workshops were held on title transfers and tax enforcement; municipal accounting, bylaws, recreational boards and local improvements.

In addition, Branch staff assisted the University of Regina Extension by reviewing course materials for the Local Government Administration Program.

A major initiative was the preparation of a **Clerk's Guide to the Urban Municipality Act, 1984.** This handbook will assist urban municipal clerks and administrators by providing information on their responsibilities in municipal administration.

The Branch cooperated with the Saskatchewan Archives Board in the preparation of a draft revised "Guide to Records Retention and Disposal". Preliminary work was also completed in the year on a "Council Procedures" guide for municipal officials.

Branch staff served as resource personnel at the regional meetings and annual conferences of the Saskatchewan Urban Municipalities Association and the Urban Municipal Administrators' Association of Saskatchewan. Staff also took an active part in meetings of the Saskatchewan Urban License Inspectors Association, the Provincial Association of Resort Communities of Saskatchewan and the City Clerks Association of Saskatchewan.

Advisory Services

Goal: To assist and support urban municipal governments in meeting their legal, administrative and fiscal obligations by providing advisory services to appointed and elected municipal officials.

Administrative problems and procedures relating to municipal law, accounting and general administration were handled on a daily basis by staff, who handled approximately 4,100 telephone inquiries and 1,100 written inquiries largely from clerks/administrators of urban municipalities. Staff attended 28 meetings, mainly with councils, and visited 141 urban municipal offices during the past year.

Staff monitor the operations of urban municipal governments to ensure consistency with legislative and regulatory initiatives; and to protect the public/provincial interest in urban governments.

During the course of regular visits to municipal offices, advisory staff inspected and evaluated the performance of urban municipal administrators for certification by the Board of Examiners. In 1986-87 nineteen certificate inspections were conducted on behalf of the Board of Examiners.

Advisory staff also assist in conducting public meetings and votes of electors which are required by statute for the incorporation of hamlets into villages and resort villages.

Municipal Finance

Mission Statement

To encourage the financial health of urban municipalities by providing financial assistance in a framework that is responsive to changing needs and conditions and that assists municipalities in addressing the service and facility needs of their residents.

Program Administration and Policy Analysis

Goal: To provide policy analysis and effective and efficient administration of financial programs directed to urban municipalities.

During the year, the branch was responsible for the following financial programs:

- Urban Revenue Sharing
- Provincial Capital Fund Program
- Urban Transit Program
- Industrial Towns Assistance
- Rail Relocation
- Urban Park Program and Studies
- Regina-Moose Jaw Carbon Water Treatment System
- Downtown Revitalization

The branch undertakes policy analysis relating to financial and other municipal issues as required, and provides the provincial government with results and recommendations in this respect.

Urban Revenue Sharing

Revenue Sharing is a program under which the provincial government transfers a part of its revenues to municipalities.

The branch is responsible for the planning, policy analysis, and administration of the Urban Revenue Sharing Program. This includes unconditional grants and the two conditional intermunicipal programs — fire protection and recreation.

During 1986-87, a committee consisting of the executive of SUMA and staff of the department continued the practice of reviewing the Revenue Sharing Program.

The relative amounts of the components of Urban Revenue Sharing are:

Table No. 4	**1984-85**	**1985-86**	**1986-87**
Unconditional	$64,327,494	$64,346,867	$66,284,173
Fire Protection	277,672	277,281	280,780
Recreation	519,323	516,831	521,611
Total	$65,124,489	$65,140,979	$67,086,564

Distribution Formula for Unconditional Revenue Sharing

The basic, per capita, and foundation grant components of Urban Revenue Sharing are unconditional and a municipality is free to use these funds according to its priorities. These grants account for approximately 99 per cent of the total revenue sharing pool. For 1986-87, each community received a 3 per cent increase over the amount it received in 1985-86. The basic grant is payable to all urban municipalities and is of considerable importance to very small communities. During the year under review a total of $1,370,029 was paid to municipalities in basic grants.

Population	**Grant**
0-149	$2,137
150-299	2,843
300 or more	3,090

A uniform per capita amount of $56.08 per resident was also paid based on the 1981 federal census. During the year under review a total of $38,254,300 was paid to municipalities in per capita grants. The foundation grant is intended to help equalize the ability of comparable communities to provide an average level of services. Approximately 95 per cent of urban municipalities receive a foundation grant. During the year under review a total of $26,175,817 was paid to municipalities in foundation grants.

Conditional Intermunicipal Programs

The Intermunicipal Fire Protection and Intermunicipal Recreation Programs are conditional grants under revenue sharing which provide per capita assistance for the provision of fire protection and recreation services. They are intended to stimulate intermunicipal cooperation. Accordingly the branch administers these grants to urban and rural municipalities.

Intermunicipal Fire Protection Program

A municipality that enters into a written agreement with one or more urban or rural municipalities to provide fire protection services on a co-operative basis is eligible for funding under this program. As of March 31, 1987, 367 urban municipalities and 269 rural municipalities were part of the program.

Grants were calculated on the basis of $1 per capita based on the 1981 federal census up to a maximum of $10,000. Grants paid were as follows:

Table No. 5	**1984-85**	**1985-86**	**1986-87**
Urban Municipalities	$277,672	$277,281	$280,780
Rural Municipalities	212,326	214,826	215,028
Total	$489,998	$492,107	$495,808

Intermunicipal Recreation Program

Municipalities entering into a written agreement with one or more urban or rural municipalities to share operating and maintenance costs of recreation facilities are eligible for funding. Recreational facilities are defined in the broad sense, to include facilities for sports, arts, culture, and leisure-time activities.

As of March 31, 1987, 200 urban municipalities and 218 rural municipalities were participating in the program.

The grant is the lesser of 50 per cent of actual expenditures made by a municipality with respect to an agreement, or a per capita amount, based on the 1981 federal census, of $1 for the first 15,000 population, 75 cents for the next 15,000, and 50 cents for the population in excess of 30,000, plus a basic grant of $100. This is paid annually to each municipality in the program. Grants paid were:

Table No. 6	**1984-85**	**1985-86**	**1986-87**
Urban Municipalities	$519,323	$516,831	$521,611
Rural Municipalities	183,509	189,767	190,834
Total	$702,832	$706,598	$712,445

Urban Transit

The branch provided policy advice and administered two programs that provide financial assistance for urban transit — the Municipal Transit Assistance Program and the Transit for the Disabled Program.

Municipal Transit Assistance Program

Under the Municipal Transit Assistance Program payments amounting to nearly $2.5 million were made to seven cities and two towns to assist with the operation of public transit. Operating assistance consist of per capita and incentive grants.

Transit for the Disabled

By the end of 1986-87 a total of 62 communities were participating in the Transit for the Disabled Program, an increase of five communities over the previous year. A total of $1.6 million grants was paid out to these municipalities in the 1986-87 year. This included more than $502,000 to cover the provincial contribution of 75 per cent of the cost of 14 new wheelchair lift-equipped buses and vans to provide transit service for the disabled and elderly.

The branch worked jointly with the Canadian Urban Transit Association to sponsor a seminar for transit for the disabled operators in Saskatchewan. Advice was also provided to the Highway Traffic Board relating to a National Safety Code, and for development of new transit for the disabled vehicle standards.

Industrial Towns Assistance

Towns and villages that face major expansions of their infrastructure to cope with rapid increases in population resulting from industry locating in or near their communities, may be eligible for special financial and administrative assistance under this program.

In 1986-87 the Town or Coronach received a grant of $45,000 under this program. This completed provincial obligations for retirement of the debenture debt incurred for expansion of infrastructure due to the impact of the Poplar River power plant.

Rail Relocation

During the year the branch financially assisted the City of Regina with its formal application to the Canadian Transport Commission for its railway relocation project. The department contributed a total of $500,000 toward the maintenance of the Regina Rail Relocation Office and preparation of evidence for the Canadian Transport Commission hearing on the City's Phase I application. The C.T.C. hearing began in 1986-87. The branch prepared provincial evidence given at the hearing.

Urban Parks

The branch administered the Province's financial participation in the Meewasin Valley Authority in Saskatoon, the Wakamow Valley Authority in Moose Jaw, the Wascana Centre Authority in Regina and the Chinook Parkway in Swift Current.

These authorities receive annual funding in accordance with provincial legislation. In 1986-87 the Meewasin Valley Authority received a total of $830,600, the Wakamow Valley Authority a total of $98,300, the Wascana Centre Authority a total of $877,000 and the Chinook Parkway a total of $103,200.

Amendments to **The Meewasin Valley Authority Act** were prepared in 1986-87 in response to a request from the MVA for changes of a fine-tuning nature based on their experience working with the legislation since it was first passed.

Supplementary funding of $70,000 was provided through the Employment Development Agency for a Wakamow Valley Authority job creation project to revitalize River and Wellesley Parks in Wakamow.

Regina/Moose Jaw Carbon Filtration Project

During the year the branch administered an agreement in which a $15 million commitment was made by the Government of Canada, Province of Saskatchewan and Cities of Moose Jaw and Regina to improve the quality of water for Regina and Moose Jaw residents.

The Province has committed up to $5 million, and its share of the project costs during 1986-87 amounted to $500,000.This project was completed in 1986. The provincial share of costs to the end of the 1986-87 amounted to the $5 million committed.

Downtown Revitalization

During the fiscal year the Province provided $780,660 as a loan to assist the City of Prince Albert to service the debenture debt incurred for the assembly of land used for the construction of the Prince Albert Gateway North Plaza. Those funds will be repaid over time to the Province as revenues to the City of Prince Albert increase from the project.

The branch also responded to requests for information from communities that expressed an interest in downtown revitalization.

The City of Melfort and Town of Nipawin received grants in 1986-87 toward preparation of a retail market study and a downtown strategy respectively. A number of other communities also inquired about downtown development feasibility studies but did not proceed. The branch provided considerable technical assistance on the Melfort market study.

Provincial Capital Fund Program

The Provincial Capital Fund Program was a two year, $34.6 million capital program established to assist urban municipalities with the acquisition or construction of capital works or purchase of equipment during the period January 1, 1985 to December 31, 1986.

During 1986-87, grants totalling $16,529,699 were distributed among the following categories of municipalities and types of projects.

Table No. 7

Class of Municipality	Total Number of Projects	Total Grants Payments
Cities	73	$11,031,086
Towns	262	3,591,557
Villages	472	1,686,876
R.M. (Hamlets)	89	220,150
Totals	896	$16,529,669

Table No. 8

Type of Project Expenditure

General Government	$ 332,359
Protective Service	1,195,403
Transportation	8,002,663
Environmental Health	145,527
Health & Welfare	116,640
Environmental Development	343,531
Recreation/Culture	2,293,878
Water & Sewer	3,904,456
Transit Services	130,214
Electric Light Utility	31,894
Other Utility	33,104
Total	$16,529,669

Senior Citizens' Heritage Rebate Program

During the fiscal year, the branch administered the Senior Citizens' Heritage Program.

This program provides a degree of cost of living protection to low and middle income senior citizens with unconditional benefits related to income level. The maximum benefit available is $700 for a senior couple earning $25,000 or less. During 1986-87, 75,168 grants were authorized with an average benefit level of $521, representing a total expenditure of $39,190,800.

The Senior Citizens' Heritage Program will be administered in future years in the Department of Human Resources, Labour and Employment.

Legislation

Goal: To maintain a framework of legislation and regulations related to a broad range of municipal financing programs.

The Municipal Finance Branch administered the following during 1986-87:

- **The Municipal Revenue Sharing Act** and its regulations,
- **The Provincial Capital Fund Program Act** and its regulations,
- **The Industrial Towns Act** and its regulations,
- **The Wascana Centre Act,**
- **The Meewasin Valley Authority Act,**
- **The Wakamow Valley Authority Act,**
- The Municipal Transit Assistance and Transit for the Disabled Program regulations,
- **The Senior Citizens' Heritage Program Act** and its regulations,

The branch shared in responsibility for **The Urban Municipality Act, 1984** with Municipal Advisory Services.

The branch completed preparation of new legislation for the Saskatchewan Assessment Management Agency, the new independent assessment agency. This was subsequently passed by the legislature.

Municipal Financial Reporting and Financial Information System

Goal: To have accurate and accessible municipal financial information which reflects both the current urban fiscal circumstances and recent changes.

Municipal Financial Reporting

The annual financial statements of all urban municipalities are reviewed to ensure legislative compliance and completeness. Ongoing communication is maintained with municipal auditors and administrators to ensure consistency and quality in financial information reported and to identify areas for improvement.

Financial Information System

All urban municipal financial information received is entered and stored in the departmental information system. This data base is used in program and policy development and in Revenue Sharing grant calculations.

Municipal Computerization

Goal: To provide assistance to municipalities so that they may better address computerization decisions.

A publication entitled "Computerization in Municipalities: Guidelines" was prepared and distributed to all municipalities in May, 1985. During 1986-87, a follow-up publication, "Computerization in Municipalities: Applications" was compiled and distributed to municipalities.

Northern Municipal Services

Municipal Advisory Services

Mission Statement

To support and maintain a viable system of northern municipal government in the province by regulating certain activities of Northern Local Government Councils and their employees to promote adherence to statutory requirements and by providing advisory and counselling assistance to northern local government elected and appointed officials and also to the public on northern municipal matters.

Goal: To assist northern municipalities to effectively perform their legislative and administrative responsibilities; to serve as administrator of ten northern settlements; to assist them in directing their current financial affairs and activities and in fostering their growth and development towards achieving autonomy as a northern hamlet if eligible.

During the year this section of the branch provided advice to northern local governments on a number of topics including municipal accounting, bylaw enactment, taxation and assessment, and other municipal topics. Major attention during the year under review was devoted to bringing all communities in line with annual financial statement requirements.

Advisory services continued in its role of administering the ten northern settlements. The locally-elected advisory committees exhibited growing maturity with a number of the northern settlements making advances towards autonomous status as northern hamlets.

As a result of the year-end financial statements, those communities showing indications of deteriorating financial positions were provided extra on-going advisory services to improve their financial situation.

In carrying out their duties, the advisory services staff made 400 community visits, travelled more than 50,000 miles, primarily by air, and responded to about 5,000 inquiries.

Municipal Financial Services

Mission Statement

To effectively and efficiently administer the operations of the Northern Revenue Sharing Trust Account and the branch's municipal operating and capital grant programs.

Goal: To provide a full range of municipal accounting services to northern municipalities and recreational subdivisions, and support municipal growth through conditional and unconditional grants.

Northern Revenue Sharing Trust Account

The Northern Revenue Sharing Trust Account functions along the lines of a large municipal office, with responsibility for municipal revenue and expenditure administration.

Through the Northern Revenue Sharing Trust Account, this section of the branch levies and collects municipal and school property taxes on all northern properties located outside the boundaries of the two towns and ten northern villages. The trust account also received all proceeds from the sale and lease of Crown land in the northern district. These constitute the trust account's major revenue sources.

Revenues collected on behalf of northern hamlets and school divisions are transferred to them for their administration. All revenues from northern settlements and municipal taxation from recreational subdivisions are administered by the trust account on behalf of these settlements and subdivisions. This includes application of these revenues to payment of their respective operating and capital requirements.

Unallocated revenues are retained in the account and are used to fund approximately two-thirds of the payments under the Northern Capital Grants Program.

Table No. 9

Northern Revenue Sharing Trust Account

Summary of Taxes Levied and Collected

	1984	1985	1986
Taxes Levied			
Municipal	$366,677	$ 383,990	$ 365,250
School	604,111	683,777	690,030
	$970,788	$1,067,767	$1,055,280
Taxes Collected			
Municipal	$358,133	$371,040	$ 333,168
School	580,767	632,047	631,025
	$938,900	$1,003,087	$ 964,193
Tax Collections as a Percentage of Taxes Levied	96.7%	93.9%	91.4%

Table No. 10

Northern Revenue Sharing Trust Account

Statement of Administrative Expenses
For the Year Ended December 31, 1986

Printing and Publications	$6,031
Materials and Supplies	1,931
Service Agreements	390
Freight	284
Other Services	356
	$8,992

Table No. 11

Northern Revenue Sharing Trust Account

Statement of Grants Expenditure
for the Year Ended December 31, 1986

	Northern Revenue Sharing Grants	Northern Capital Grants	Northern Fire Protection Facilities Grants
Towns			
Creighton	$ 235,485	$ 229,523	$ 60,568
La Ronge	301,563	194,098	
Northern Villages			
Air Ronge	158,633	11,615	
Beauval	210,548	3,619	
Buffalo Narrows	372,699	229,788	
Cumberland House	317,973	51,940	
Denare Beach	235,818		
Green Lake	254,061	64,081	
Ile a la Crosse	376,573		
La Loche	566,246	262,221	
Pinehouse	237,407	66,422	
Sandy Bay	305,547	105,542	
Northern Hamlets			
Cole Bay	69,721	1,621	
Deschambault	127,320	11,925	
Dore Lake	40,768	11,060	28,500
Jans Bay	49,415	10,802	
Michel Village	45,776	6,825	
Missinipe	40,493	4,608	
Patuanak	55,460	13,392	
Pelican Narrows	190,925	69,570	
St. George's Hill	43,473	2,399	
Southend	53,519	5,848	
Stanley Mission	69,606	10,700	
Timber Bay	67,528		
Turnor Lake	112,521	11,149	
Weyakwin	93,412	24,464	
Northern Settlements			
Brabant Lake	75,933	6,902	
Camsell Portage	43,185		
Descharme Lake	41,997	14,420	
Garson Lake	41,957	17,665	
Kinoosao	42,325	19,482	4,221
Sled Lake	40,689		3,612
Stony Rapids	105,259		
Sturgeon Landing	41,394	6,750	
Uranium City	70,060		
Wollaston Lake	102,444	34,971	2,700
Flin Flon Boundary Agreement	13,487		
Refund - Minister of Finance			494
TOTALS	$5,251,220	$1,503,402	$100,095

Northern Revenue Sharing Grants Program

Northern Revenue Sharing is a program in which the provincial government transfers part of its revenues to northern communities in the form of unconditional grants. These grants are composed of two components: a per capita component that reflects the communities' populations; and a foundation component that raises revenues of northern municipalities to a level that allows them to provide services comparable to southern communities of equal size.

The formula also takes into consideration the higher costs of providing services in northern areas largely due to higher transportation costs. A supplemental amount is included in the foundation component to recognize costs associated with provision of water and sewer services.

Table No. 12

Northern Revenue Sharing Grants Paid

	1984-85	1985-86	1986-87
Towns	$ 521,406	$ 521,406	$ 537,048
Northern Villages	2,947,092	2,947,091	3,035,505
Northern Hamlets	1,029,066	1,029,066	1,059,938
Northern Settlements	648,826	587,614	605,242
Flin Flon Boundary Agreement	11,671	12,600	13,487
	$5,158,061	$5,097,777	$5,251,220

Northern Capital Grants Program

The Northern Capital Grants Program is a five year, $6.1 million program which began January 1, 1983, to assist northern municipalities with constructing and upgrading capital facilities and acquiring equipment.

Northern towns, villages, hamlets and settlements are eligible to receive approximately $250 per capita over the five-year term of the program. The grant provides up to 90 per cent of the capital costs on approved projects.

About one-third of the annual funding for the program is provided by the Consolidated Fund, and the balance is drawn from the general revenues of the Northern Revenue Sharing Trust Account.

Table No. 13

Number of Projects Funded	1984-85	1985-86	1986-87
Towns	14	35	33
Northern Villages	33	41	26
Northern Hamlets	24	16	13
Northern Settlements	7	14	8
	78	106	80
Grant Payments:			
Towns	$ 506,132	$ 232,522	$ 608,686
Northern Villages	594,172	669,731	669,376
Northern Hamlets	221,994	191,708	157,858
Northern Settlements	85,587	101,076	76,202
	$1,407,885	$1,195,037	$1,512,122

Northern Fire Protection Facilities Grants Program

The Northern Fire Protection Facilities Grants Program was established in January, 1983, to provide financial assistance for the construction of fire halls and for the acquisition of fire-fighting equipment.

The program provides a grant for 75 to 95 per cent of construction costs and for 60 to 90 per cent of equipment costs, based on a per capita formula.

All northern municipalities are eligible, however, the towns of Creighton and La Ronge are only eligible for grants on equipment purchases. Projects are frequently cost-shared with Indian bands if reserve land is adjacent to a northern municipality.

During the year a total of $104,500 was paid out under the program. A northern village received $11,109 while three northern hamlets received a total of $74,760 and three northern settlements received a total of $18,631.

Municipal Training Services

Mission Statement

To foster and promote the growth and development of strong and effective northern municipal government through education and training.

Goal: To provide education and training to all levels of northern local government and to the general public, fostering increased awareness, interest and capability in the conduct of local self-government.

As by-elections saw the emergence of newly-elected aldermen and mayors, the interest and need for education and training in local self-government remained high.

During the year, the training staff conducted 28 workshops on the provisions of **The Northern Municipalities Act,** attended by 112 local government officials.

An additional 9 centralized workshops were conducted with 60 local government officials attending. Topics covered include local improvements; tax enforcement; duties of settlement secretaries; municipal accounting and preparation for audit; and **The Northern Municipalities Act.**

A new initiative this year was the production of an audio/visual presentation called "Introduction to Local Government", shown to 479 students in 23 classes in 15 northern schools.

The branch continued to be the main source of election supplies for municipalities conducting by-elections.

The branch also continued to deliver the junior local government administration course on behalf of the University of Regina, to provide qualified staff to serve as administrators in northern municipalities. During the year, another northern student successfully completed the course.

Board of Examiners

The Board of Examiners (Urban) appointed under the provisions of **The Department of Urban Affairs Act,** is responsible for the issuance of certificates of qualification to clerks, treasurers, and administrators of urban municipalities, and to other persons who qualify for these offices.

The board consists of three members. One member, who serves as chairman, is appointed to serve the interests of the Department of Urban Affairs. One nominee is from the Saskatchewan Urban Municipalities Association, and one nominee is from the Urban Municipal Administrators Association.

As at March 31, 1987, the members of the board were:

K. E. Smith, Chairman
W. L. Herman, Humboldt, representing U.M.A.A.
F. Pedersen, Wynyard, representing S.U.M.A.

The Board secretary is C. Schwindt of the Department of Urban Affairs.

During the year under review the board established a policy whereby applicants for Class "C" and Class "D" certificates employed on a part time basis must complete 1800 hours of service. These 1800 hours are deemed to be equivalent to one year for the purposes of the regulations.

An examination was put in place for those individuals applying for Class "A" certificates who are employed as assistant administrators in towns of 3500 persons or over. Of the two applications received in the year under review, one was granted and one was deferred.

During the year under review, the following transpired:

Class "D" — 8 certificates were issued

Class "C" — 34 certificates were issued

Class "A" — 10 certificates were issued; 5 applications deferred

"Superior A" — one application received and deferred

Administration Permits — 2 permits was issued

Audit Authorization — 3 audit authorizations were issued.

Provincial Planning Appeals Board

The Provincial Planning Appeals Board is required to hear and determine appeals in all cases made under **The Planning and Development Act, 1983,** or by an Order or Regulation made under the Act, or by a bylaw passed by a council under the Act, and where provision for appeals to the Board is made under any other Act.

The Board may also consider and make recommendations on any matters that may be referred to it by the Minister.

The members of the Board are appointed by the Lieutenant Governor-in-Council, under the provisions of **The Planning and Development Act, 1983.**

As at March 31, 1987, the Members of the Board were:

H.E. Wellman, Saskatoon	— Chairman
M.C. Butterfield, Swift Current	— Member
A.H. Hosie, Regina	— Member
B.E. Bratt, Regina	— Member
G. Richardson, Regina	— Member
R. Pankiw, Regina	— Member
B.L. Pultz, Saskatoon	— Member
W. Prokopishin, Humboldt	— Member
R.J. Croft, Regina	— Member
H. MacKnight, Saskatoon	— Member
Y. Wilkinson, Prince Albert	— Member
D. Culham, Regina	— Member
B. Fry	— Secretary

During the year ended March 31, 1987, the Board received 63 appeals; held 16 meetings at which a total of 49 appeals were heard as follows:

Table No. 14

	Appeals Heard	Appeals Granted	Appeals Denied
* Cities	29	14	14
Towns	6	5	1
Villages	1	1	
** Rural Municipalities	12	4	7
Railway Land Disposition Program	1		

* 1 Appeal — No jurisdiction.
** 1 Appeal — Withdrawn after hearing.